

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records and assists the Fire Chief with the preparation of the departmental budget. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the Fire Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Answers questions for the public about the operation of the department. Schedules appointments and maintains calendar of events for the department and the Fire Chief. Places phone calls for the Fire Chief and handles routine questions and requests from callers and visitors following department procedures. Opens, sorts, and distributes mail for the department in accordance with departmental procedures. Processes outgoing mail and interdepartmental correspondence. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Attends meetings, conferences and seminars in order to take minutes or notes.

Writes reports and letters in answer to written or oral requests as directed. Receives and processes departmental records and reports for completeness, accuracy and conformity to established procedures. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files and maintains a roster of department personnel. Reads graphs, charts, manuals, records, or related department documents in order to compile and organize data needed to write reports. Completes all records and reports required or assigned. Operates a computer terminal in order to

enter or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates office equipment such as a calculator, facsimile machine, copy machine or computer scanning equipment.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Assists the Fire Chief in accounting for the money and assets of the fire department. Prepares purchase requisitions according to department procedures. Makes mathematical computations necessary to compute payroll records, including pay raises and other related changes. Handles complaints from employees concerning payroll errors or changes. Assists in the preparation of the total departmental operating budget by compiling information and computing salaries, hours, overtime and related data.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the

issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must not be less than eighteen (18) years of age.